

SUPPLEMENTAL JOB DESCRIPTION

Classification: Supervisor I
Position Title: Payroll Supervisor
Position Number: 14280

Function Code: 8560-077
Date Established: 7/1/50
Date of Last Amendment: 3/19/2013

SCOPE OF WORK: Complete operational requirements by planning and assigning the work in the maintenance and processing of payroll system(s) and related benefits, following up on work results. Manage payroll accounting, reporting, and disbursement of liquor funds, federal funds, and grants.

ACCOUNTABILITIES:

- Perform review and audit of all payroll related documents entered into the payroll database, Resolve payroll work issues by evaluating problems, communicating with subordinates, managers, and employees, to identifying options for resolution.
- Meet with subordinates as necessary to discuss issues relative to financial reporting, payroll related issues, personnel and other division needs.
- Provide exceptional customer service and support to division employees while assisting and/or trouble shooting payroll related concerns.
- Liaison for with the Division of Personnel and Bureau of Accounting regarding payroll rules and practices.
- Train payroll staff on rules, procedural and technical matters, and changes to processes due to program enhancements.
- Recommend personnel actions for subordinate employees, including provide staff counseling, solve personnel problems, and implement corrective measures. Write performance appraisals.
- Participate in conferences with superiors in discussion of general procedures and policy, and give advice to resolve technical, fiscal or accounting problems.
- Analyze work processes and procedures, examine problems and prepare recommendations to insure proper flow of paperwork
- Provides exceptional customer service, verbal skills, and written skills when providing employment and/or salary verifications.

MINIMUM QUALIFICATIONS:

- a. Education: Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.
- b. Experience: Two years' experience in payroll processing with some experience in a supervisory or lead position capacity. Each additional year of approved work experience may be substituted for one year of required formal education.
- c. Experience in Lawson/NH First system preferred.

SPECIAL REQUIREMENTS:

Supervisor I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: __Nancy Valpey, Human Resources Coordinator II #43599_____

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Reviewed